

**BY ORDER OF THE COMMANDER
916TH AIR REFUELING WING**

**916TH AIR REFUELING WING
INSTRUCTION 21-108**



1 SEPTEMBER 2016

Maintenance

AIRCRAFT DEBRIEFING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, Air and Space Maintenance. This instruction extends the guidance of Air Force Instruction (AFI) 21-101 Air Force Reserve Command (AFRC) Supplement, Aircraft and Equipment Maintenance Management. Any other specific references will be addressed in the applicable section. This instruction applies to all 916th Maintenance Group/Operations personnel. Other 916th Air Refueling Wing personnel that deploy to the flight line must conform to this document. It is written with Air Force quality principles in mind to provide guidance and to allow some workshop flexibility. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety.

1. Responsibilities:

1.1. The Production Section will ensure an aircrew/maintenance debriefing is conducted at the termination of each sortie/mission in accordance with this Instruction and AFI21-101_AFRCSUP.

2. Procedures:

2.1. Aircrew personnel will:

2.1.1. Aircrews will advise command post of aircraft maintenance landing status code prior to landing and will include, in general terms, any reason for landing status codes of 2 or higher.

2.1.2. The Aircraft Commander (AC) or co-pilot and the boom operator (if required) will attend debrief.

2.1.3. Aircrew member present at debriefing will ensure AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, for completeness and accuracy flight information. MOC will maintain a copy.

2.2. Command Post personnel will:

2.2.1. Notify MOC of all maintenance condition codes; if code ALPHA 2 or higher specify discrepancy causing the condition code.

2.2.2. Inform MOC of aircraft status, Estimated Time of Arrival (ETA), and aircraft discrepancies.

2.2.3. Inform aircraft commander of parking spot.

2.3. Maintenance Operations Center will:

2.3.1. Notify Pro Super/Expediter of aircraft ETA and parking spot, and then notify Command Post of confirmation. When advance notice of a specific malfunction is received, the Pro Super or Specialist Supervisor will ensure specialist personnel, when available, attend the debriefing.

2.3.2. Debrief the aircrew on all discrepancies entered in the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

2.3.3. Ensure all flying schedule deviations are reported in GO81 and to Plans and Scheduling office.

2.3.4. Maintain Abort/In Flight Emergency incidents documentation, 916ARWForm3, *Aircraft Incident Investigation*, in the tail number file. Copies, files and then forwards the original 916ARWForm3 to the Production Supervisor, 916th Quality Assurance (QA).

2.3.5. Load all debrief discrepancies and other pertinent data and repeat/recurring job control numbers in GO81 using program 9050, as required. Additionally, the MOC will update all aircraft data, i.e., maintenance priority, parking location aircraft status, configuration, tow/taxi code, and fuel on board. The AFTO form 781H, *Aerospace Vehicle Flight Status and Maintenance*, will be checked for completeness.

2.3.6. Review aircraft discrepancies for the last three sorties and evaluate to identify repeat or recurring discrepancies.

2.3.7. Annotate repeat or recurring discrepancies as “repeat” or “recurring” respectively. MOC will annotate the AFTO Form 781A with the word “repeat” or “recurring” in red as appropriate.

2.3.8. Query the aircrew to ensure all symptoms of a malfunction that could lead to the proper diagnosis of the fault are known. Ensure flight discrepancies entered on AFTO Form 781A are complete and as comprehensible as possible.

2.3.9. When the debriefing is completed, the MOC debriefer will ensure the aircrew has furnished the AFTO Form 781 to them, initialed and signed. Aircrew members keep the original, MOC maintains a copy.

2.3.10. Input flying hours in GO81 using screen 9020 and close GO81 debrief records with screen 9134.

2.3.11. Provide Plans and Scheduling with a copy of AFTO Form 781.

2.3.12. Complete debriefing process by inputs in GO81 screens 9140, 9032C, and 9053. Return Aircraft Forms binder to Production Supervisor or Expediter.

2.3.13. Design, build, and maintain nine (eight plus one sample) off-station debriefing continuity books for aircrew debriefings off station. Ensures only legible copies of the local debriefing checklist are in the off-station debriefing books.

2.3.14. Debrief records for the last five sorties will be maintained in the MOC.

3. Deployed/Transient Personnel will:

- 3.1. Use GO8 if available, as the primary debriefing method.
- 3.2. Ensure an off-station debriefing continuity book is on the aircraft prior to departing.
- 3.3. Debrief the aircrew when the aircraft is off station.
- 3.4. Turn in all debriefing materials to the MOC upon return to home station.

ERIC R. JENKINS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI21-101_AFRCSUP, *Aircraft and Equipment Maintenance Management*, 24 August 2015

AFPD21-1, *Air and Space Maintenance*, 29 October 2015

AFMAN33-363, *Management of Records*, 21 July 2016

Adopted Forms

916ARW3, *Aircraft Incident Investigation*

AFTO781A, *Maintenance Discrepancy and Work Document*

AFTO781H, *Aerospace Vehicle Flight Status and Maintenance*

AFTO781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AC—Aircraft Commander

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Systems

AFTO—Air Force Technical Order

ARW—Air Refueling Wing

ARWI—Air Refueling Wing Instruction

CC—Current Commander

ETA—Estimated Time of Arrival

MOC—Maintenance Operations Center

MXG—Maintenance Group

MXQ—Maintenance Quality Assurance

OPR—Office of Primary Responsibility

QA—Quality Assurance

RDS—Records Disposition Instruction

SUP—Supplement

USAF—United States Air Force